

Purpose

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Use this procedure to delete a Travel Request that has been rejected.

Trigger

A Travel Request has been rejected and needs to be deleted,

Prerequisites

- A Travel Request exists for the employee.
- Employee is able to log into the ESS portal.

Menu Path

There is no menu path for actions taken in the portal.

Transaction Code

Portal

Helpful Hints

- None

Procedure

1. Start the transaction using the menu path or transaction code.

**Universal Worklist - SAP NetWeaver Portal**

2. Click the **Employee Self-Service** tab .




This function is used to delete a travel request from the travelers list of requests.


**My Overview - SAP NetWeaver Portal**

3. Click the **My Travel and Expenses** tab .



**PageBuilder**

4. Click the **My Trips and Expenses** label .

**Traveler Work Center**

5. Click the **All My Travel Requests** label to view your Travel Requests.
6. Select the **Travel Request** you want to delete by clicking the **Gray Box** next to the correct Trip. For this example, select **Trip Number 199**.
7. Click the **Delete** button . Approved Travel Requests can not be deleted.

**Delete Travel Request**

8. Click the **Delete** button .
9. Click the **Exit** button .

Result

You have successfully deleted a Travel Request that has been rejected.